

### **STAFF MEMBER EXPENSES**

All requests for out-of-district travel must be made on the approved district form. All requests for reimbursement must be made on the approved district form. All travel reports must be made on the approved district form.

Upon return to the district, the staff member is to submit an expense report, utilizing the approved Expense Report Form. All reimbursements require documentation of the nature and amount of each expenditure involved. Any single expense in the amount of \$25.00 or greater shall require submission of a receipt accompanying the expense report, in order to qualify for reimbursement.

Following are guidelines for reimbursement of travel-related expenses:

#### A. Transportation

1. Air travel shall not be authorized unless surface transportation to the same destination shall normally require more than three hours of travel time.
2. When air travel is authorized, the full cost shall be reimbursed up to the equivalent of the published rate for coach class.
3. The cost of travel to, and parking at, the terminal shall also be reimbursable.
4. When train transportation shall be a timely alternate to air transportation, the staff member shall choose the less expensive transportation mode.

#### B. Lodging

1. Reimbursement shall not exceed the rate for single occupancy.
2. The staff member shall stay at the site of the event or, if lodging is not available at the event site adjacent to the event site.
3. If the event is not held at a hotel/lodge, or if on-site accommodations, and if multiple lodging choices are available nearby, the staff member's reimbursement rate will normally not exceed that rate which is equivalent to the mid-point of the published range of the available lodging choices.



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C. Meals

1. Staff members shall be reimbursed for three meals each day they are out of the district, unless a meal(s) is included in the schedule of the program/event.
2. The Board shall establish regulations for those occasions when a meal might be included in the program/event's agenda-in which case a reasonable reduction in the reimbursement daily expenditure shall occur.

D. Other Expenses

1. Staff members shall be reimbursed for other reasonable expenses incurred while attending approved functions.
2. The Board shall establish regulations for other expenses.

The Superintendent, on an annual basis, shall review this regulation, with consultation from the Board, and make recommendations for any changes that may be necessary due to rules, regulations or contractual language.

**Date:** December 14, 2005